Spring 2021

Dear College Now Instructor,

I hope that you are in good health and are having a good Spring 2021 semester.

Please know that as we adjust to the evolving times, we have changed some of the submission requirements for the College Now end-of-term materials.

Note that you are **only** required to submit the following:

1. Enter Final Grades via CUNYFIRST. Directions on the link below:
   
   https://www.kbcc.cuny.edu/CollegeNow/Documents/Grade_Roster_instructions.pdf

2. Provide us with a chart (any format) which reflects grades for all quizzes, tests, report, assessments, etc. for each student enrolled. Attendance records are **not** required but you can provide us with the information, if you choose to.

3. One copy of the final exam or assignment administered to students. Make sure that the copy reflects the following information: your name, course, school and semester on the front page.

The chart and final exam can be e-mailed to us @ CollegeNow@kbcc.cuny.edu. **Note that the final exam will be forwarded to the respective Department Course Coordinator for review.**

The submission date for all materials will be provided to you at a later date.

Thank you for your continued support of the College Now Program.

**Erika Delacruz**

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